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The National Apprenticeship Program

U.S. Department of Labor
Employment and Training Administration

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The National Apprenticeship Program

U.S. Department of Labor
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Employment and Training Administration
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Bureau of Apprenticeship and Training
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Revised 1980

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What is Apprenticeship?

Apprenticeship is a voluntary system of training in occupations that require a diverse range of skills and knowledge, as well as maturity and independence of judgment. It involves planned, day-by-day training on the job and experience under proper supervision, combined with technical studies in subjects related to the occupation.

Apprenticeship gives men and women thorough instruction and experience, both on and off the job, in all the practical and theoretical aspects of the work required in a skilled occupation.

Through rotation from one division of work to another and related technical instruction, apprentices acquire additional skills, master the application of those already learned, and develop independence of judgment. This system enables them to be productive during their entire period of training.

Most apprenticeship terms are from 1 to 5 years, depending upon the occupation involved. To master a particular trade, an apprentice must learn and perfect each skill and bring those skills up to the speed and accuracy required of the job.

Why is Apprenticeship Important?

One of the country's greatest assets is the skills and know-how of its people. Our future strength and progress depend upon our commitment to preserving this asset by developing the skills and knowledge of young Americans.

A job skill distinguishes its possessor from other workers; it is a source of personal satisfaction as well as a marketable asset. Apprenticeship gives workers versatility by teaching them all aspects of an occupation. It helps them to learn to work with other people in an actual job setting, and it familiarizes them with the overall picture of a company's operation and organization. Generally, those who complete an organized program of apprenticeship earn recognition as skilled workers and can expect to hold good jobs at good pay.

Studies show that workers completing an apprenticeship program are more highly trained, work more steadily, learn their jobs faster, and are more likely to be supervisors than are workers trained in other ways. They also are more highly skilled, more productive, and safer workers.

What Can Apprenticeship Do?

Well-planned, properly supervised apprenticeship can:
1. Give workers the opportunity to develop skills that improve their economic security.
2. Assure a supply of skilled workers adequate to meet community needs.
3. Help assure that consumers receive the quality products and services that only trained hands and minds can produce.
4. Increase worker productivity.
5. Give workers greater job security.
6. Improve employer-employee relations.
7. Minimize the need for supervision by developing initiative, imagination, and ability.
8. Develop future supervisors.
9. Give workers the versatility to adapt to technological changes that require different methods, materials, equipment, and other working conditions.
10. Raise general skill levels.
11. Attract capable young men and women.

For the young worker entering employment, apprenticeship offers these important advantages:
1. The opportunity to increase employability and economic security.
2. The guarantee of a wage with regular increases while learning a skilled trade.
3. Recognition as a skilled worker upon completion.

How the National Apprenticeship Program Operates

Cooperation between management and labor is essential to effective apprenticeship programs. Employers provide jobs; skilled workers are the instructors, passing on their skills and know-how to apprentices. In the American apprenticeship system, management and labor work with government and the educational system at the national, State, and local levels.

Types of Apprenticeship Programs

An apprenticeship program may be based on one or more of the following arrangements:

1. A written agreement between the individual apprentice and the employer or the appropriately designated employer's agent (an employers' association, a union, or a joint apprenticeship committee), containing the terms and conditions of employment and training or referring to a specific written program plan that makes adequate provisions for the employment and training of apprentices.
2. A written program agreement between the employer or the employer's association and the union describing the terms and conditions for the employment and training of apprentices.
3. A written program plan prepared by the employer or employers' association for firms without a union, that describes the terms and conditions for the employment and training of apprentices.
4. A written program plan prepared by the union that describes the terms and conditions for the employment and training of apprentices and has the employer's written consent.
5. A written program plan prepared by the employer or employers' association that describes the terms and conditions for the employment and training of apprentices and has the union's written consent.
6. A collective-bargaining agreement containing the basic standards of apprenticeship, with any supplements needed to cover these standards.

Under the National Apprenticeship Act, the Bureau of Apprenticeship and Training (BAT) is responsible for providing service and assistance in the establishment of apprenticeship programs. Bureau personnel are ready to help any bona fide union, employer, or employer group set up an apprenticeship program that meets the Bureau's requirements.

Basic Standards of Apprenticeship

An effective apprenticeship program must be based on an organized, written plan stating the terms and conditions of employment, training, and supervision of one or more apprentices in an apprenticeable occupation. The plan must be endorsed by a sponsor who has undertaken to carry out the apprentice training.

The standards must contain the equal opportunity pledge prescribed in title 29, Code of Federal Regulations, part 30.3(b), which states:

> The recruitment, selection, employment, and training of apprentices during their apprenticeship, shall be without discrimination because of race, color, religion, national origin, or sex. The sponsor will take affirmative action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required under title 29 of the Code of Federal Regulations, part 30, as amended.

In addition, each program sponsor employing five or more apprentices must adopt a written affirmative action plan in accordance with title 29, CFR, part 30.4.

Each set of standards must cover the following topics:

1. The employment and training of apprentices in a recognized skilled trade.
2. A term of apprenticeship consistent with training requirements established by industry practice but providing not less than 1 year or 2,000 hours of work experience.
3. An outline of the work processes in which the apprentice will receive supervised work experience and training on the job and allocation of the approximate time to be spent in each major work process.
4. Organized, related, and supplemental instruction in technical subjects related to the trade. A minimum of 144 hours for each year of apprenticeship is recommended. Such instruction may be given in a classroom or through trade, industrial, or correspondence courses of equivalent value; or it may consist of other forms of approved self-study.
5. A progressively increasing schedule of apprentice wages, consistent with the skill acquired. The entry wage shall be the minimum prescribed by the Fair Labor Standards Act, where applicable, unless a higher wage is required by other applicable Federal or State laws and regulations or by collective-bargaining agreements.

6. Periodic review and evaluation of the apprentice's progress in job performance and related instruction and the maintenance of appropriate progress records.
7. The numerical ratio of apprentices to journeymen consistent with proper supervision, training, safety, and continuity of employment and applicable provisions of collective-bargaining agreements, except where such ratios are expressly prohibited by a collective-bargaining agreement. The language should clearly define the application of the ratio to specific jobsites, work forces, departments, or plants.
8. A probationary period reasonable in relation to the full apprenticeship term, with full credit for the period given toward completion of apprenticeship.
9. Adequate and safe equipment and facilities for training and supervision and safety training for apprentices on the job and in related instruction.
10. The minimum qualifications required by a sponsor for the apprenticeship program, with a normal starting age of not less than 16 years.
11. The placement of an apprentice under a written apprenticeship agreement, as required by the appropriate State apprenticeship law and regulation or by BAT in States that have no such law or regulation. The standards of the program should be part of the agreement either directly or by reference.
12. The granting of advance standing or credit for previously acquired experience, training, or skills to all applicants on an equal basis, with commensurate wages for any progression granted.
13. Transfer of an employer's training obligation to another employer under the same program with consent of the apprentice and apprenticeship committee or program sponsor, when the employer is unable to fulfill the obligations under the apprenticeship agreement.
14. Assurance of qualified training personnel and adequate supervision on the job.
15. Recognition for successful completion of apprenticeship, evidenced by an appropriate certificate.
16. Identification of the registration agency.
17. The registration, cancellation, and deregistration of the program and requirement for the prompt submission of any modification or amendment thereto.

18. Registration of apprenticeship agreements, modifications, and amendments; notice to the registration office of persons who have successfully completed apprenticeship programs; and notice of cancellations, suspensions, and terminations of apprenticeship agreements, and the reasons for these actions.
19. Authority for the termination of an apprenticeship agreement during the probationary period by either party without stating cause.
20. A statement that the program will be conducted, operated, and administered in conformity with applicable provisions of title 29, CFR, part 30, as amended, or a State plan on equal employment opportunity in apprenticeship, adopted pursuant to title 29, CFR, part 30, and approved by the U.S. Department of Labor.
21. Name and address of the appropriate authority under the program to receive, process, and act on complaints.
22. Recording and maintenance of all records concerning apprenticeship, as may be required by BAT, a recognized State apprenticeship agency, or other agencies under applicable laws.

Why Register an Apprenticeship Program?

Apprenticeship programs receive formal recognition when they are registered with a State apprenticeship agency recognized by the Bureau of Apprenticeship and Training, U.S. Department of Labor. Programs in States that have no apprenticeship agency can be registered with the Bureau. Registration is *recommended* for all programs. It is *required* when certain Federal funds or benefits are involved.

Each apprenticeship program advocated by BAT is customized for a particular employer. Bureau staff work with each employer to establish a program that meets the training needs specified by the employer.

How to Register an Apprenticeship Program

Apprenticeship programs meeting the basic standards and criteria of the Bureau of Apprenticeship and Training may be registered upon request of the program sponsors. The registration agencies are usually recognized State apprenticeship agencies. Programs in States with no recognized apprenticeship agencies are registered by the Bureau of Apprenticeship and Training. The agency concerned determines the method of recognizing apprenticeship programs and apprentices.

The Benefits of Registered Apprenticeship Programs

All registered programs operate under standards that provide for effective apprentice training. Each standard serves a useful and beneficial function. The following outline gives specific provisions of basic apprenticeship standards and, under each, lists the resulting benefits to apprentices, sponsors, applicants, and the public.

1. A term of apprenticeship consisting of at least 2,000 hours.
   a. Definite term assures fully trained craftworkers.
   b. Definite term prevents exploitation.
2. A schedule of work processes to be learned on the job.
   a. Assures development of all-around manipulative skills.
   b. Outlines skills to be mastered.
   c. Specifies approximate time to be spent on each process.
3. A progressively increasing wage scale.
   a. Gives recognition for skills as acquired.
   b. Provides incentive for completing apprenticeship.
   c. Guarantees pay increments.
4. Related classroom instruction, normally a minimum of 144 hours per year.
   a. Assures technical instruction properly related to job training.
   b. Provides broad understanding of the trade and thus facilitates advancement.
   c. Provides incentive for self-improvement.
5. Registered apprenticeship agreement.
   a. Defines terms of program.
   b. Specifies obligations of the apprentice, parent or guardian, and employer or employer's agent.
   c. Constitutes a public record.
   d. Establishes an avenue of appeal.
6. Review of apprenticeship program.
   a. Assures that training conforms to recognized standards.
   b. Ascertains adherence to State and Federal laws.
   c. Safeguards each apprentice's welfare.
   d. Provides a public record.
7. Joint labor-management program.
   a. Assures proper training.
   b. Stimulates interest in the apprentice.
   c. Coordinates related instruction with jobsite training.
   d. Reduces grievances.
   e. Provides source of sound advice on resolving special problems.

8. Supervision and records.
   a. Assures that apprentices acquire skills of the trade.
   b. Provides record of training.
   c. Provides proof of completion of apprenticeship.
9. Nondiscrimination.
   a. Affords equal opportunity to apprenticeship applicants.
   b. Provides equal consideration in selection.
   c. Assures equal opportunity in training.
   d. Guarantees equal opportunity in employment.
10. Probationary period.
   a. Gives apprentices an overview of the trade.
   b. Develops confidence to stay with the program.
11. Ratio.
   a. Increases job security.
   b. Permits close supervision.
   c. Increases acceptance by journeymen.
   d. Assures proper on-the-job training.
   e. Prevents misuse of apprentice classification.
12. Periodic examination.
   a. Measures the apprentice's progress.
   b. Provides public record.
13. Certificate of completion.
   Gives public and private recognition (by State and Federal governments and the company).

Among the other benefits of participation in a registered program are benefits for eligible veterans and qualification for employment as an apprentice on Federal or federally assisted construction projects.

Where Apprentices are Employed

Apprentices are employed in every major industry—construction, health, manufacturing, service, and other fields. Young people considering apprenticeship have the opportunity to choose from among more than 700 occupations, with training periods varying from 1 to 6 years. Most of these occupations are recognized by the State apprenticeship agencies, although not all State-approved occupations are recognized by BAT.

Applying for Apprenticeship

Information on apprenticeship opportunities and how to apply is available from area offices of the Bureau of Apprenticeship and Training, State apprenticeship agencies, apprenticeship information centers, and local employment service offices. Prospective applicants can also check with firms that have workers in the trade that interests them, the local union representing that trade, or the joint apprenticeship committee. High school counselors are another source of apprenticeship information.

Outreach programs, conducted by labor unions, the Urban League, women's groups, and others counsel prospective applicants on apprenticeship opportunities and help them prepare for entrance examinations. To find the outreach programs in your area, consult the staffs of local or regional BAT offices or State apprenticeship agencies. (See lists of office locations at the end of this booklet.)

Information is also available from the national office of the Bureau of Apprenticeship and Training at the following address:

Bureau of Apprenticeship and Training
Employment and Training Administration
U.S. Department of Labor
601 D Street, NW., Room 5000
Washington, D.C. 20213

Apprenticeable Occupations

Title 29, Code of Federal Regulations, part 29.4, defines an apprenticeable occupation as one that:

1. Is customarily learned in a practical way through a structured, systematic program of supervised on-the-job training.
2. Is clearly identified and commonly recognized throughout an industry.
3. Involves manual, mechanical, or technical skills and knowledge that require a minimum of 2,000 hours of on-the-job work experience.
4. Requires related instruction to supplement the on-the-job training. Such instruction may be given in a classroom, through correspondence courses, self-study, or other means of approved instruction.

The Bureau of Apprenticeship and Training has approved over 500 occupations as apprenticeable. The following is a representative list of recognized apprenticeable occupations:

Airframe & power plant mechanic
Automobile-body repairer
Automobile mechanic
Baker
Biomedical equipment technician
Boatbuilder, wood
Boilermaker
Bricklayer
Camera repairer
Carpenter
Cement mason
Compositor
Cook
Coremaker
Cosmetologist
Dairy equipment repairer
Dental laboratory technician
Die maker
Drafter
Electrician
Embalmer
Emergency medical technician
Engraver
Farm equipment mechanic
Firefighter
Fire medic
Floral designer
Furniture finisher
Glazier
Heavy forger
Illustrator
Instrument mechanic
Interior designer
Lather
Line erector
Lithographic plate maker
Locomotive electrician
Machinist
Marble setter
Millwright
Miner I
Model maker
Molder
Office-machine servicer
Ornamental ironworker
Painter
Patternmaker
Pipefitter
Plasterer
Plumber
Powerhouse mechanic
Printer
Prosthetics technician
Pumper-gager
Roofer
Sheet-metal worker
Shipfitter
Television-and-radio repairer
Terrazzo worker
Tile setter
Tool maker
Violin maker
Watch repairer
Water treatment-plant operator
X-ray technician

New occupations are constantly being added to keep pace with technological advances.

The Federal Committee on Apprenticeship

The Federal Committee on Apprenticeship (FCA) is one of the oldest public advisory committees in the Federal Government. It was created by the Secretary of Labor in August 1934, as the Federal Committee on Apprentice Training to carry out Executive Order 6750-C, issued by President Franklin D. Roosevelt.

Three years later, when Congress enacted the National Apprenticeship Act of 1937, section 2 authorized an enlarged Federal Committee on Apprenticeship, to include members from groups concerned with apprenticeship, as well as Federal agencies.

The Federal Committee is an advisory group to the Secretary of Labor. It has 25 members, appointed by the Secretary for 2-year terms. Ten of its members represent labor, 10 are from management, and 5 represent the public. In addition, there are three ex officio members: the current president of the National Association of State and Territorial Apprenticeship Directors, a representative of the U.S. Department of Education, and the Assistant Secretary of Labor for Employment and Training. The Committee is chaired by a public member selected by the Secretary of Labor.

Committee members receive no compensation but may receive authorized travel expenses. Meetings, open to the public, are held at least twice a year, and summary reports on the proceedings are distributed to Committee members and other interested persons. Between meetings, Committee members work on subcommittees concerned with particular aspects of apprenticeship. Subcommittee sessions are also open to the public. The seven subcommittees are

Department of Defense
Equal Apprenticeship Opportunity
Federal-State Relations
Goals of the FCA
Legislation
Occupational Safety and Health
Research

The Committee's recommendations to the Secretary of Labor concern a broad range of activities to improve and extend apprenticeship.

Among them are proposals on such matters as:

- Expanding apprenticeship and journeyman training in all sectors of the economy.
- Increasing the effectiveness of equal opportunity programs.
- Promoting labor standards to protect apprentices and including them in apprenticeship contracts.
- Identifying research needs and planning projects to test new approaches to apprenticeship and other skill training.
- Strengthening cooperative relationships with State apprenticeship and training agencies.

The Bureau of Apprenticeship and Training

Under the National Apprenticeship Act, the Bureau of Apprenticeship and Training is responsible for a variety of activities to guide, assist, and promote apprenticeship. The purposes of these activities are

- To develop and improve techniques for forecasting future apprenticeship requirements.
- To promote widespread use of effective techniques for providing equal opportunity in the selection and employment of apprentices.
- To make available information on apprenticeship requirements, occupational outlooks, counseling techniques, and procedures to aid:
  - Management and labor in planning apprenticeship programs.
  - Education institutions in developing related instruction.
  - Parents, guardians, teachers, and counselors in advising youth.
  - Individuals in selecting an occupation.
- To encourage communities to survey present and future apprenticeship needs as a guide to planning and developing adequate educational facilities, vocational guidance, selective placement services, and training opportunities in the community.
- To encourage labor and management to determine future needs for journeymen as a basis for establishing apprenticeship programs.

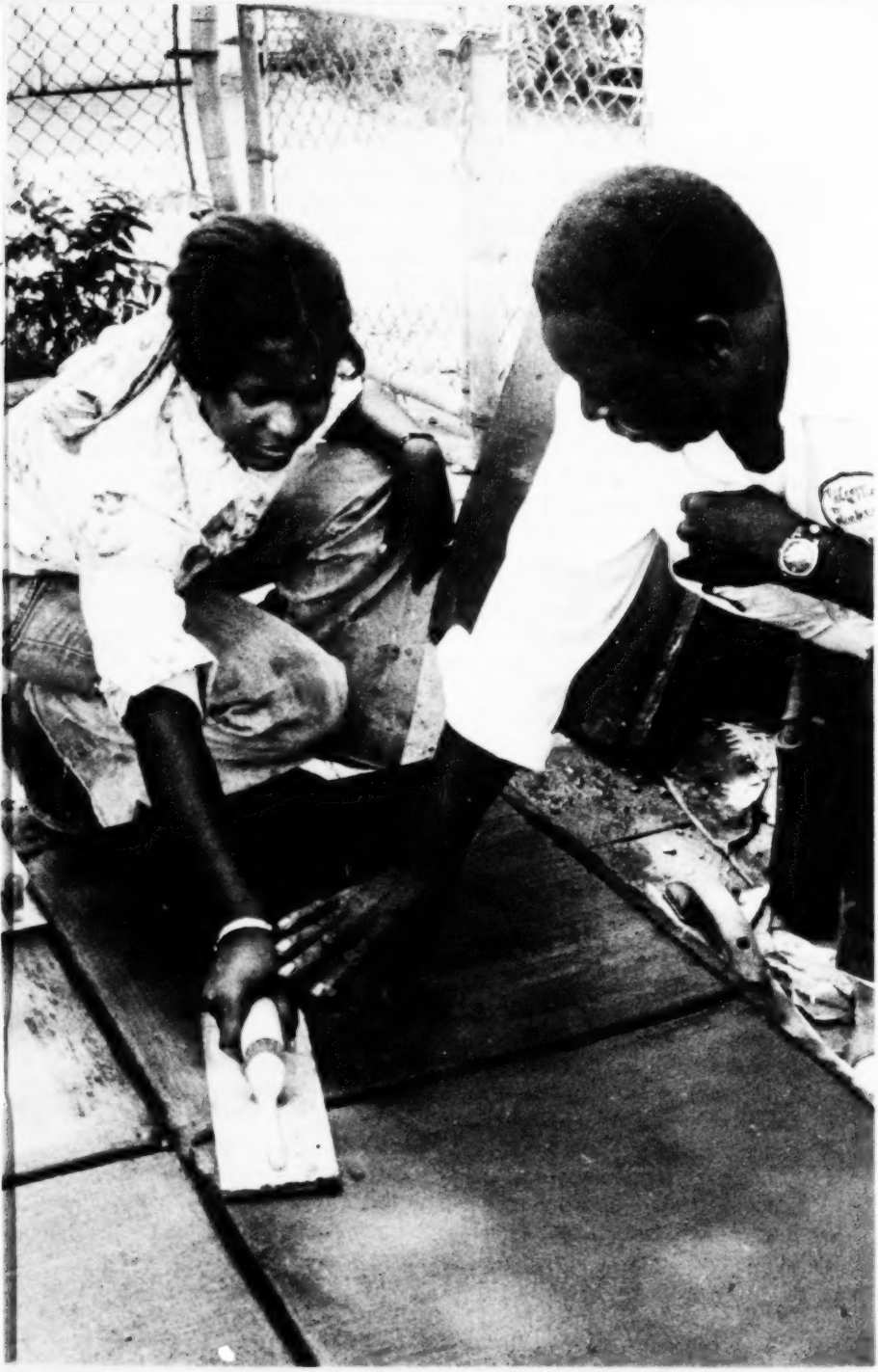
- To promote effective apprenticeship by:
  Studying the number and quality of apprenticeship programs.
  Conducting studies to identify effective apprenticeship practices.
  Encouraging use of the most effective apprenticeship methods.
  Developing and promoting services to help management and labor determine apprenticeship needs and organize and operate apprenticeship programs.
  Encouraging the development of innovative apprenticeship programs in industries affected by technological change.
  Encouraging evaluation of occupations not now considered apprenticeable.
- To help State apprenticeship agencies develop and provide flexible services that are acceptable to both labor and management.
- To stimulate active support of effective apprenticeship programs by national, State and local organizations, so that a greater proportion of workers will acquire job skills through apprenticeship.

The Bureau's efforts to promote apprenticeship and allied industrial training include technical services and advice to all segments of the economy. The Bureau carries out special activities to assist in establishing programs for Indians on reservations, inmates of penal institutions, and members of the Armed Forces. Special attention is devoted to preapprenticeship programs that help disadvantaged persons, women, and members of minority groups qualify for apprentice selection and employment.

In addition, the Bureau plans and conducts programs to acquaint visiting foreign nationals with the skills, knowledge, technical data, and training techniques of American industry.

Apprenticeship and Training Representatives

The Bureau's Apprenticeship and Training Representatives (ATR's) serve as technical advisers on the development and improvement of apprenticeship and other job training and on the adoption of job practices that better utilize worker skills. Their experience and knowledge of training fundamentals qualify them to assist in solving many training problems facing both management and labor.



The ATR's work closely with representatives of labor and management, Federal and State agencies, and educational, professional, and other groups to provide technical assistance, advice, and guidance on such matters as identifying specific apprenticeship and other on-the-job training needs and related employment and training problems. They also develop new or improved apprenticeship and other training programs; identify methods and practices to improve the skills and utilization of workers; and explore the potential of apprenticeship and other training programs in economic development.

In addition, the ATR's analyze jobs to determine training content for on-the-job work experience and related technical instruction, suggest guidelines for apprentice wages, and advise supervisors on how to instruct apprentices on the job.

State and Territorial Apprenticeship Agencies

Apprenticeship agencies recognized by the U.S. Department of Labor have been established in 29 States, the District of Columbia, the Virgin Islands, and Puerto Rico. Each receives policy guidance from an apprenticeship council composed of employer, labor, and public representatives and has procedures for recognizing apprenticeship programs in the States. A number have staffs to help employers and unions develop, expand, and improve apprenticeship programs. Their work is carried out in cooperation with the Bureau of Apprenticeship and Training as an integral part of the national apprenticeship system. (A list of these agencies appears at the end of this booklet.)

National Joint Apprenticeship Committees

National Joint Apprenticeship Committees (NJAC's) operating in a number of trades are composed of representatives of national employer associations and national and international labor organizations. The NJAC's develop standards that serve as guidelines for local apprenticeship programs in their trades. They also encourage local affiliates to develop and conduct programs and provide them with information on new techniques and materials and changes in technology and training methods. The NJAC's usually employ national apprenticeship directors/coordinators, whose responsibilities include assisting local joint apprenticeship committees.

Apprenticeship Information Centers

Currently, 43 Apprenticeship Information Centers (AIC's) are operating in 24 States and in the District of Columbia as part of the State employment services. The role of the AIC's is to:

1. Inform and counsel youth about apprenticeship opportunities.
2. Refer qualified persons interested in becoming apprentices to employers and Joint Apprenticeship and Training Committees that have openings.
3. Provide information on apprenticeship to youth, school guidance departments, minority and women's groups, labor unions, employers' associations, and the general public.
4. Provide individual and group counseling and testing for apprentice applicants.
5. Explain apprenticeship and acquaint the public with opportunities in highly skilled trades.
6. Promote cooperation among employers, unions, and minority and women's groups.
7. Motivate employers to hire minorities and women as apprentices.
8. Refer minority and women applicants to apprenticeship outreach projects.
9. Receive applications and documents and screen applicants, when requested by program sponsors, to select those meeting basic qualifications.
10. Publicize and disseminate information about apprenticeship examinations when requested by program sponsors.

Equal Employment Opportunity in Apprenticeship

The U.S. Department of Labor's responsibilities for equal employment opportunity (EEO) in apprenticeship and training are carried out primarily by the Bureau of Apprenticeship and Training. In States with apprenticeship agencies, Federal EEO regulations are implemented in accordance with State EEO plans approved by the Department. Bureau regional directors periodically evaluate the operation and administration of plans in the regions. Every registered program is required to maintain records on recruitment, selection, employment, and training in accordance with title 29, CFR, part 30, as amended, or the appropriate State EEO plan.

Affirmative action programs have demonstrated that qualified minorities and women (minority and nonminority) can be recruited and brought into apprenticeship. To assist sponsors in this effort, the Labor Department's Employment and Training Administration supports outreach programs in many metropolitan areas and encourages sponsors to participate. Sponsors must also pledge to take affirmative action in all other program operations.

Laws and Regulations Affecting Apprenticeship

The National Apprenticeship Act of 1937

The National Apprenticeship Act is administered by the Secretary of Labor through the Administrator of the Bureau of Apprenticeship and Training, Employment and Training Administration. It authorizes the Secretary to:

1. Formulate, promote, and publish labor standards necessary to safeguard the welfare of apprentices; encourage the inclusion of such standards in apprenticeship contracts; bring together employers and labor to create apprenticeship programs; cooperate with State agencies in formulating and promoting apprenticeship standards; cooperate with the Department of Education on vocational education and related instruction in apprenticeship.
2. Appoint national advisory committees composed of representatives of employers, labor, educators, and officers of other Federal executive departments.

State Apprenticeship Laws

The Bureau of Apprenticeship and Training has long recommended the adoption of State laws designed to promote apprenticeship. While many States now have such laws, others have enacted legislation setting standards and requirements for apprenticeship programs. BAT welcomes such State action. Both types of legislation help to improve and expand apprenticeship. Apprenticeship representatives in States with apprenticeship laws work under State policies and regulations unless they conflict with Federal law. The following States and territories have apprenticeship laws:

Arizona	Kentucky	New Hampshire	Rhode Island
California	Louisiana	New Mexico	Utah
Colorado	Maine	New York	Vermont
Connecticut	Maryland	North Carolina	Virginia
District of Columbia	Massachusetts	Ohio	Virgin Islands
Delaware	Minnesota	Oregon	Washington
Florida	Montana	Pennsylvania	Wisconsin
Hawaii	Nevada	Puerto Rico	

Each of these States and territories has an apprenticeship agency operating under its apprenticeship law. In addition, Kansas has an apprenticeship agency that functions under an Executive order of the Governor.

For more information on laws and regulations affecting apprenticeship, contact your State apprenticeship agency, local or regional Bureau of Apprenticeship and Training offices, or the Bureau of Apprenticeship and Training, U.S. Department of Labor, Washington, D.C. 20213. (See addresses of State, regional, and area offices on the following pages.)

Bureau of Apprenticeship and Training Regional Offices

Location	States Served	
Region I JFK Federal Bldg., Rm. 1001 Government Center Boston, Mass. 02203	Connecticut Maine Massachusetts	New Hampshire Rhode Island Vermont
Region II 1515 Broadway, Rm. 3731 New York, N.Y. 10036	New Jersey New York	Puerto Rico Virgin Islands
Region III P.O. Box 8796 Philadelphia, Pa. 19101	Delaware Maryland Pennsylvania	Virginia West Virginia
Region IV 1371 Peachtree St., NE., Rm. 700 Atlanta, Ga. 30309	Alabama Florida Georgia Kentucky	Mississippi North Carolina South Carolina Tennessee
Region V Federal Bldg., 7th Fl. 230 South Dearborn St. Chicago, Ill. 60604	Illinois Indiana Michigan	Minnesota Ohio Wisconsin
Region VI 555 Griffin Square Bldg. Griffin and Young Sts., Rm. 858 Dallas, Tex. 75202	Arkansas Louisiana New Mexico	Oklahoma Texas
Region VII Federal Office Bldg., Rm. 1100 911 Walnut St. Kansas City, Mo. 64106	Iowa Kansas	Missouri Nebraska
Region VIII U.S. Custom House, Rm. 476 721 19th St. Denver, Colo. 80202	Colorado Montana North Dakota	South Dakota Utah Wyoming
Region IX 211 Main St., Rm. 344 San Francisco, Calif. 94105	Arizona California	Hawaii Nevada
Region X Federal Office Bldg., Rm. 8014 909 First Ave. Seattle, Wash. 98174	Alaska Idaho	Oregon Washington

Bureau of Apprenticeship and Training State and Area Offices

Alaska
Room E-551
Federal Bldg. and Courthouse, Box 37
Anchorage 99513

Alabama
1931 Ninth Ave., South
South Twentieth Bldg.
Birmingham 35205

Room 80, JCN Bldg.
200 Sparkman Dr.
Huntsville 35806

Room 418
951 Government St. Bldg.
Mobile 36604

Arizona
1330 North First St.
Phoenix 85004

Room 2-K
301 West Congress St.
Tucson 85701

Arkansas
Room 3014 Federal Bldg.
790 West Capitol St.
Little Rock 72201

California
Room 3235, Federal Bldg.
300 North Los Angeles St.
Los Angeles 90012

Room 215 Post Office Bldg.
P.O. Box 2006
8th and I Sts.
Sacramento 95809

Room 6S-27, Federal Bldg.
880 Front St.
San Diego 92188

Room 344
211 Main St.
San Francisco 94105

Colorado
Room 464, U.S. Custom House
721 19th St.
Denver 80202

Connecticut
Room 301-A, U.S. Courthouse
Federal Bldg.
915 Lafayette Blvd.
Bridgeport 06603

Rooms 236-237, Federal Bldg.
135 High St.
Hartford 06103

Delaware
Room 205
U.S. Post Office Bldg.
11th and Market Sts.
Wilmington 19801

Florida
955 NW., 119th St.
Miami 33168

Box 35082
400 West Bar St.
Jacksonville 32202

Suite 264
2574 Seagate Dr.
Tallahassee 32301

Room 605
700 Twiggs St.
Tampa 33602

Georgia
Room 725
1371 Peachtree St.
Atlanta 30309

Room 101
307 15th St.
Columbus 31901

Room 236, Post Office Bldg.
P.O. Box 8121
Savannah 31402

Hawaii
Room 5113
300 Ala Moana Dr.
Honolulu 96850

Idaho
Suite 2
3010 West State St.
Boise 83703

Illinois
Suite 101
3166 Des Plaines Ave.
Des Plaines 60018

Suite 250
707 Berkshire Ave.
East Alton 62024

Rooms 401 and 505
7222 West Cermak Rd.
North Riverside 60545

Room 319
First National Bank Bldg.
228 NW., Jefferson Ave.
Peoria 61602

Room 150, Federal Bldg.
211 South Court St.
Rockford 61108

Room 102
U.S. Post Office and Courthouse
600 East Monroe St.
Springfield 62701

Indiana
Room 240, Federal Bldg. and U.S. Courthouse
101 NW., Seventh St.
Evansville 47708

Room 110
343 West Wayne St.
Fort Wayne 46802

Room 108
610 Connecticut
Gary 46401

Room 414, Federal Bldg. and U.S. Courthouse
46 E. Ohio St.
Indianapolis 46204

Room 430, Sherland Bldg.
105 East Jefferson St.
South Bend 46601

Room 313, Post Office Bldg.
30 North Seventh St.
Terre Haute 47808

Iowa
Room 314-B, Federal Bldg.
131 East Fourth St.
Davenport 52801

Room 637, Federal Bldg.
210 Walnut St.
Des Moines 50309

Kansas
Room 225, Federal Bldg.
444 SE., Quincy St.
Topeka 66683

Suite 50-LL
O.W. Garvey Bldg.
200 West Douglas
Wichita 67202

Kentucky
Suite 201, 1200 Bldg.
1200 South Broadway
Lexington 40504

Room 187-L, Federal Bldg.
600 Federal Pl.
Louisville 40202

Louisiana
Room 215-B, Hoover Bldg.
8312 Florida Blvd.
Baton Rouge 70806

3731 Ryan St.
P.O. Box 5943
Lake Charles 70601

600 South St.
618 F. Edward Herbert Bldg.
New Orleans 70130

Room 8A-09, Federal Bldg.
500 Fannin St.
Shreveport 71101

Maine
Room 101-B, Federal Bldg.
68 Sewell St.
Augusta 04330

Room 327, Post Office Bldg.
76 Pearl St.
P.O. Box 54
Portland 04112

Maryland
Room 1028, Federal Bldg.
Charles Center
31 Hopkins Plaza
Baltimore 21201

Room 213, Allegany County Office Bldg.
#3 Pershing St.
Cumberland 21502

129 West Main St.
P.O. Box 366
Salisbury 21801

Massachusetts
Room 1001, JFK Federal Bldg.
Government Center
Boston 02213

Room 801
1200 Main St.
Springfield 01103

Room 500, Federal Bldg.
U.S. Courthouse
Worcester 01601

Michigan
Room 2-1-60
Battle Creek Federal Center
74 North Washington Ave.
Battle Creek 49107

Room 658, Federal Bldg. and U.S. Courthouse
231 West Lafayette Ave.
Detroit 48226

Room 186, Federal Bldg.
110 Michigan, NW.
Grand Rapids 49502

Rooms 206 and 308, Carr Bldg.
300 East Michigan Ave.
Lansing 48933

Suite 210
Marquette City Hall
220 West Washington St.
Marquette 49855

N. Warren at E. Genesee St.
P.O. Box 1017
Saginaw 48606

Minnesota
Room 204, Federal Bldg.
515 West First St.
Duluth 55802

Room 134, Federal Bldg. and U.S. Courthouse
316 Roberts St.
St. Paul 55101

Mississippi
Security Markham Bldg.
2300 14th St.
Gulfport 39501

Room 6
5760 I-55 North
Jackson 39211

Missouri
Room 2111, Federal Office Bldg.
911 Walnut St.
Kansas City 64106

Room 547
210 North 12th Blvd.
St. Louis 63101

Montana
Room 1414, Federal Bldg. and U.S. Courthouse
316 North 26th St.
Billings 59101

Room 394, Drawer #10055
Federal Office Bldg.
301 South Park Ave.
Helena 59601

Nebraska
Room 700
106 South 15th St.
Omaha 68102

Nevada
Room 316, Post Ofice Bldg.
301 East Stewart Ave.
Las Vegas 89101

Room 310, Post Office Bldg.
P.O. Box 3517
50 South Virginia St.
Reno 89501

New Hampshire
Room 321, Federal Bldg.
55 Pleasant St.
Concord 03301

New Jersey
Room 838, New Federal Bldg.
970 Broad St.
Newark 07102

Room 14
96 Bayard St.
New Brunswick 08901

Room 401, U.S. Post Office and Courthouse
402 East State St.
Trenton 08608

New Mexico
Room 1116, Western Bank Bldg.
505 Marquette, NW
Albuquerque 87102

New York
Room 512
U.S. Post Office and Courthouse
Albany 12207

Room 311
15 Henry St.
P.O. Box 308
Binghamton 13902

Room 214, U.S. Courthouse
69 Niagara Sq.
Buffalo 14202

Room LL-1
585 Stewart Ave.
Garden City 11530

Room 506
26 Federal Plaza
New York 10007

Room 607, Federal Bldg. and U.S. Courthouse
100 State St.
Rochester 14614

Room 1241, Federal Bldg. and U.S. Courthouse
100 South Clinton St.
Syracuse 13202

North Carolina
Room 415, BSR Bldg.
316 East Morehead St.
Charlotte 28202

Room 376, Federal Bldg.
310 New Bern Ave.
Raleigh 27601

North Dakota
Room 344, New Federal Bldg.
653 Second Ave., North
Fargo 58102

Ohio
Room 208, Federal Bldg.
201 Cleveland Ave., SW.
Canton 44702

Room 2112, Federal Office Bldg.
550 Main St.
Cincinnati 45202

Room 720, Plaza 9 Bldg.
55 Erieview Plaza
Cleveland 44114

Rooms 605 and 407
200 North High St.
Columbus 43215

Room 312, Federal Bldg. and U.S. Courthouse
118 West Third St.
Dayton 45404

Room 7206, Federal Office Bldg.
234 Summit St.
Toledo 43604

Room 311, U.S. Post Office Bldg.
9 West Front St.
Youngstown 44501

Oklahoma
Suite 1440
50 Penn Pl.
Oklahoma City 73118

Suite 308
Center Mall Professional Bldg.
717 South Houston Ave.
Tulsa 74127

Oregon
Room 231, Federal Bldg.
211 East Seventh
Eugene 97401

Room 835
1220 SW., Third Ave.
Portland 97204

Pennsylvania
2nd Floor
615 Howard Ave.
Altoona 16601

Room 106, Federal Bldg.
6th and State St.
Erie 16507

Rooms 770 and 773
Federal Bldg.
228 Walnut St.
Harrisburg 17108

Room 4252, Wm. J. Green, Jr. Federal Bldg.
600 Arch St.
Philadelphia 19106

Room 1102, Federal Bldg.
1000 Liberty Ave.
Pittsburgh 15222

Room 2115
East Shire Office Bldg.
45 South Front St.
Reading 19603

Room 2028
20 North Pennsylvania Ave.
Wilkes-Barre 18701

Rhode Island
Federal Bldg.
100 Hartford Ave.
Providence 02909

South Carolina
Room 231, Federal Bldg.
344 Meeting St.
Charleston 29403

Suite 201-B, Federal Bldg.
901 Sumter St.
Columbia 29201

South Dakota
Room 104, Federal Bldg.
400 St. Phillips Ave.
Sioux Falls 51102

Tennessee
Suite 7003, 6300 Bldg.
Eastgate Center
Chattanooga 37411

Room 232
301 Cumberland Ave.
Knoxville 37902

Room 209, Federal Office Bldg.
167 North Main St.
Memphis 38103

Suite 406
1720 West End Ave.
Nashville 37203

Texas
Room 578, Federal Office Bldg.
300 East Eighth St.
Austin 78701

Room 324, Federal Bldg.
300 Willow St.
Beaumont 77701

Room 425, United Savings Bldg.
3765 South Alameda
Corpus Christi 78411

Suite 503
1499 Regal Row
Dallas 75247

Room #1
1515 Airway Blvd.
El Paso 79925

Room 9A08, Federal Bldg.
819 Taylor St.
Fort Worth 76102

Room 2102, VA Bldg.
2320 La Branch St.
Houston 77004

Room 416-1, Federal Bldg.
1205 Texas Ave.
Lubbock 79401

Room B-414, Federal Bldg.
727 East Durango
San Antonio 78206

Utah
Room 314, Post Office Bldg.
350 South Main St.
Salt Lake City 84101

Vermont
Suite 103, Burlington Sq.
96 College St.
Burlington 05401

Virginia
Room 426, Federal Bldg.
200 Granby Mall
Norfolk 23510

Room 10-020
400 North Eighth St.
Richmond 23240

Room 420, Poff Federal Bldg. and U.S. Courthouse
210 Franklin Rd., SW.
Roanoke 24011

Washington
500 Century Tower Bldg.
1520 Third Ave.
Seattle 98101

Room 125
U.S. Courthouse
West 920 Riverside
Spokane 99201

Suite 415
Tacoma Mall Office Bldg.
2000 Tacoma Mall
Tacoma 98409

Room 305
U.S. Post Office Bldg.
25 South Third
Yakima 98901

West Virginia
Room B-006, Federal Court Bldg.
400 Neville St.
Beckley 25801

Room 3012, Federal Bldg.
500 Quarrier St.
Charleston 25301

Room 201, Post Office Bldg.
500 West Pike St.
Clarksburg 26302

Room 2701, Federal Bldg.
425 Juliani St.
Parkersburg 26101

Wisconsin
Room 303
212 East Washington Ave.
Madison 53703

Room 600
342 North Water St.
Milwaukee 53203

Room 321, Main Lake Bldg.
425 Main St.
Racine 53403

Room 5, Wood County Courthouse
400 Market St.
Wisconsin Rapids 54494

Wyoming
Rooms 4213-4215
Federal Bldg.
100 East B St.
Casper 82601

Room 8017
J.C. O'Mahoney Federal Center
2120 Capital Ave.
Cheyenne 82001

State and Territorial Apprenticeship Agencies

Arizona
Apprenticeship Services
Department of Economic Security
P.O. Box 6123
Phoenix 85005

California
Division of Apprenticeship Standards
Department of Industrial Relations
Room 3230
455 Golden Gate Ave.
San Francisco 94102

Colorado
Colorado Apprenticeship Council
Room 314—State Centennial Bldg.
1313 Sherman St.
Denver 80203

Connecticut
Apprenticeship Training Division
Labor Department
200 Folly Brook Blvd.
Wethersfield 06109

District of Columbia
DC Apprenticeship Council
Room 1000—Potomac Bldg.
605 G St., NW.
Washington 20001

Delaware
Apprenticeship and Training Council
Division of Industrial Affairs
Department of Labor
6th Floor—State Office Bldg.
820 North French St.
Wilmington 19801

Florida
Bureau of Apprenticeship
Division of Labor
Florida Department of Labor and Security
1321 Executive Center Dr.
Tallahassee 32301

Hawaii
Apprenticeship Division
Department of Labor and Industrial Relations
825 Mililani St.
Honolulu 96813

Kansas
Apprenticeship Section
Division of Labor-Management Relations and Employment Standards
Kansas Department of Human Resources
610 West 10th-2nd Floor
Topeka 66612

Kentucky
State Apprenticeship Council
Division of Labor Standards
Kentucky Department of Labor
1512 Crums Lane
Louisville 40216

Louisiana
Division of Apprenticeship
Department of Labor
1045 Land and Natural Resources Bldg.
Baton Rouge 70804

Maine
Maine Apprenticeship Council
Bureau of Labor
State Office Bldg.
Augusta 04333

Maryland
Maryland Apprenticeship and Training Council
Department of Labor and Industry
Room 1108
203 East Baltimore St.
Baltimore 21202

Massachusetts
Division of Apprentice Training
Department of Labor and Industries
Leverett Saltonstall Bldg.
100 Cambridge St.
Boston 02202

Minnesota
Division of Voluntary Apprenticeship
Department of Labor and Industry
Space Center Bldg.—5th Floor
444 Lafayette Rd.
St. Paul 55101

Montana
Apprenticeship Section
Division of Labor Standards
Department of Labor and Industry
Box 202—Capital Station
Helena 59601

Nevada
Nevada Apprenticeship Council
Department of Labor
505 East King St.—Rm. 601
Carson City 89701

New Hampshire
New Hampshire Apprenticeship Council
Department of Labor
1 Pillsbury Sq.
Concord 03301

New Mexico
New Mexico Apprenticeship Council
Labor Industrial Commission
2340 Menaul, NE.—Suite 212
Albuquerque 87107

New York
Bureau of Apprenticeship Training
Department of Labor
Rm. 428—The Campus Bldg. #12
Albany 12240

North Carolina
Division of Apprenticeship Training
North Carolina Department of Labor
P.O. Box 27407
Raleigh 27611

Ohio
Ohio State Apprenticeship Council
Department of Industrial Relations
2323 West Fifth Ave.—Room 2250
Columbus 43215

Oregon
Apprenticeship and Training Division
Room 466—State Office Bldg.
1400 SW., Fifth Ave.
Portland 97201

Pennsylvania
Department of Labor and Industry
Room 1547—Labor and Industry Bldg.
7th & Forester Sts.
Harrisburg 17120

Puerto Rico
Apprenticeship Division
Right to Employment Administration
Department of Labor
P.O. Box 4452
San Juan 00936

Rhode Island
Rhode Island Apprenticeship Council
Department of Labor
220 Elmwood Avenue
Providence 02907

Utah
Utah Apprenticeship Council
Chapman Plaza Bldg.—Suite 104
28 East 2100 South
Salt Lake City 84115

Vermont
Apprenticeship and Training Division
Department of Labor and Industry
120 State St.
Montpelier 05602

Virginia
Division of Apprenticeship and Training
Department of Labor and Industry
205 North Fourth—Mezzanine Floor
Richmond 23241

Virgin Islands
Division of Apprenticeship and Training
Department of Labor
Christiansted, St. Croix 00820

Washington
Apprenticeship and Training Division
Department of Labor and Industries
318 East Fourth Ave.
Olympia 98504

Wisconsin
Division of Apprenticeship and Training
Department of Industry, Labor and Human
Relations
P.O. Box 7946
Madison 53707

Apprenticeship Information Centers

Alabama
1818 Eighth Ave., North
Birmingham 35203

Arizona
207 East McDowell
Phoenix 85004

California
161 West Venice Blvd.
Los Angeles 90015

235 12th St.
Oakland 94607

Colorado
251 East 12th Ave.
Denver 80202

Connecticut
100 Arch St.
New Britain 06109

District of Columbia
555 Pennsylvania Ave., NW.
Washington 20212

Georgia
1 Pershing St., NE.
Atlanta 30303

Illinois
150 North Clinton St.
Chicago 60606

Indiana
745 Washington St.
Gary 47402

141 West Georgia St.
Indianapolis 46225

Kansas
512 West Sixth St.
Topeka 66604

402 East Second St.
Wichita 67202

Massachusetts
189 Massachusetts Ave.
Boston 02115

Maryland
1100 North Eutaw St.
Baltimore 21201

Michigan
7310 Woodward Ave.
Detroit 48202

Minnesota
407 West Superior St.
Duluth 55802

309 Second Ave., South
Minneapolis 55401

390 North Robert St.
St. Paul 55101

Missouri
1411 Main St.
Kansas City 64105

505 Washington Ave.
St. Louis 63101

New Jersey
1433 Bacharach Blvd.
Atlantic City 08401

517 Federal St.
Camden 08101

32-40 North Van Brunt St.
Englewood 07631

1004 Broad St.
Newark 07102

65 Morris St.
New Brunswick 08903

370 Broadway
Paterson 07501

New York
488 Broadway
Albany 12207

730 Fillmore Ave.
Buffalo 14212

344 Fulton Ave.
Hempstead 11550

255 West 54th St.
New York 10019

155 West Main St.
Rochester 14514

North Carolina
235 North Edgeworth St.
Greensboro 27402

Oregon
423 West 11th Ave.
Eugene 97424

1437 SW., Fourth Ave.
Portland 97201

Pennsylvania
2048 Arch St.
Philadelphia 19122

915 Penn Ave.
Pittsburgh 15222

Rhode Island
40 Fountain St.
Providence 02903

Tennessee
1295 Poplar Ave.
Memphis 38104

1802 Hayes St.
Nashville 37203

Virginia
5145 East Virginia Beach Blvd.
Norfolk 23502

318 East Cary St.
Richmond 23219

Washington
1904 Third Ave.
Seattle 98101